**User Instructions for Recording: Bank Account Creation**

This guide will help you create a bank account in Business Central.

**Step 1:**  Navigate to the **Bank Accounts**  page. You can locate this by searching for it or selecting it from the Business Manager Role Center.

**Step 2:**  Once you are on the Bank Accounts page, locate and click on the **New**  button. This should lead you to a new page titled New - Bank Account Card .

**Step 3:**  Focus on the fields in the following order: a. \*\*No.\*\*: Click on this field to activate it.  
  
b. \*\*Name\*\*: Click on this field to activate it. You should input the name of your bank account. For example, "CREDIT CARD".  
  
c. \*\*Bank Branch No.\*\*: Click on this field to activate it.  
  
d. \*\*Bank Account No.\*\*: Click on this field to activate it. This is where you enter your actual bank account number. Remember, these are just examples. Your bank account number will be unique to you.

**Step 4:**  After entering all the necessary information, close the New - Bank Account Card page. You will then be redirected back to the Bank Accounts list. From there, close the Bank Accounts page to complete the process.

With these steps, you should be able to create a new bank account in Business Central. Remember to only input true and verified details when entering your bank account information.